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Housing

DORMITORY MANAGEMENT



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This instruction prescribes policies and procedures for management of single enlisted military dormitories. Violation of this instruction may subject the individual to disciplinary action pursuant to the Uniform Code of Military Justice (UCMJ). It implements AFD 32-60, *Housing*, and applies to all personnel residing in dormitories, their First Sergeants and Commanders.

1. Objectives:

- 1.1. Provides general guidelines for dormitory management at McConnell AFB. Organizations responsible for individual dormitories should develop specific guidelines for their dormitories utilizing inputs from the dormitory residents.
- 1.2. Ensure dormitories are maintained in a manner conducive to good health, morale, safety, and welfare.
- 1.3. Promote individual responsibility.

2. Responsibilities:

2.1. Dormitory Residents:

- 2.1.1. Are responsible for the appearance/cleanliness of their rooms and all common areas.
 - 2.1.1.1. Will make beds daily. Issued bedspreads, blankets, or purchased items must be clean, neat and in good repair. Bed linens will be clean.
 - 2.1.1.2. Will keep all furniture/permanent fixtures dusted.
 - 2.1.1.3. Will keep floors clean.
 - 2.1.1.4. Will empty trash receptacles/ash trays.

- 2.1.1.5. Will keep refrigerators clean and defrosted.
- 2.1.1.6. Will neatly store clean clothing in wall lockers or drawers. Dirty clothing will be placed in laundry bags or other suitable containers.
- 2.1.1.7. Will secure lockers.
- 2.1.1.8. Will ensure rearrangement of room furnishings provides egress for fire/medical emergency access/evacuation.
- 2.1.1.9. Will obtain written approval from the dorm manager before dismantling, unbolting or relocating fixtures or appliances.
- 2.1.1.10. Will decorate rooms in good taste. Rooms will not be painted or wallpapered without written coordination of the dormitory manager.
- 2.1.1.11. Will report broken/damaged room fixtures or furniture items immediately to the dormitory manager.
- 2.1.2. Will ensure pornographic or inflammatory material is not openly displayed.
- 2.1.3. Will limit noise levels so as not to disturb other occupants.
- 2.1.4. Must adhere to standards outlined by the dormitory manager.
- 2.1.5. Are responsible for guest(s).
- 2.1.6. Must register and store all firearms with the Security Police Armory.
- 2.1.7. Will report lost room keys immediately to the dormitory manager.
- 2.1.8. Bicycles will not be stored in rooms. They will be stored in bicycle lockers (if provided).
- 2.2. Dormitory Manager will:
 - 2.2.1. Assign room, key and initial set of linen.
 - 2.2.2. Make spot checks of rooms at least monthly (more frequently if required) and notify the appropriate first sergeant if the room does not meet standards.
 - 2.2.3. Act to resolve complaints from residents, and if not resolved, forward to their first sergeant.
 - 2.2.4. Conduct initial/termination inspection. Checklist and standard for termination of quarters will be given to dormitory residents.
 - 2.2.5. Ensure all common areas are cleaned to standards daily or as directed.
 - 2.2.6. Request members for bay orderly.
 - 2.2.6.1. Determine duty hours for bay orderly.
 - 2.2.6.2. Ensure bay orderlies remain in the area until released.
 - 2.2.7. Conduct an annual inventory of furniture and monitor overall condition of rooms.
 - 2.2.8. Request duplicate/replacement keys.
 - 2.2.9. Report all inoperative locks to Civil Engineering (CE) Emergency Work Control Center.
 - 2.2.10. Act on all requests for painting of rooms.

2.3. First Sergeants will:

- 2.3.1. Ensure adequate inspection programs are established to ensure compliance with this regulation.
- 2.3.2. Task members for bay orderly detail.
- 2.3.3. Require in/outprocessing of dormitory personnel.
- 2.3.4. Investigate cases involving any damage beyond fair wear and tear, or circumstances which may subject the individual(s) to pecuniary liability, and will ensure all required actions are accomplished prior to final (base) outprocessing.
- 2.3.5. Visit the dormitory at least twice a month.

2.4. Squadron Commanders will:

- 2.4.1. Visit the dormitory at least monthly.
- 2.4.2. Ensure proper standards are being maintained.

3. Dormitory Visitation Privileges:

- 3.1. Residents (hosts) are responsible for the conduct of their guests.
- 3.2. All guests will remain with the host during their visit.
- 3.3. If the room is dually occupied, the host must obtain the other occupant's consent prior to admitting a guest. The other occupant retains the right at all times to request the room be vacated of guests.
- 3.4. Nonresident personnel are not authorized to use the game rooms, unless accompanied by resident personnel.
- 3.5. Under no circumstances will a guest be given or loaned a room key.
- 3.6. Visiting hours are 24 hours a day, unless posted. This does not mean that residents may have a "live-in" guest. Visitors will not sleep in a sponsor's room.

4. Prohibitions. Violations of the following prohibitions will subject the individual to disciplinary action pursuant to the UCMJ:

- 4.1. Smoking in bed.
- 4.2. Use of cooking appliances or apparatus. (Microwaves are allowed, but first must be approved by the dormitory manager.) Coffee pots are permitted if:
 - 4.2.1. Approved/coordinated with the base Fire Department and dormitory manager.
 - 4.2.2. Underwriters Laboratory (UL) approved.
 - 4.2.3. Used only on nonflammable surfaces, such as metal, glass, or ceramic.
- 4.3. Use or possession of weapons, firearms, munitions and explosives including, but not limited to: black powder, fireworks, BB guns, pellet guns (to include metal or paint pellets), dart guns, air rifles, bows and arrows, swords, machetes, straight razors, axes, hatchets, martial arts weapons, or any other dangerous or deadly weapon or instrument. **This list of prohibited weapons is not meant to be inclusive.** Lawful weapons must be secured in designated storage areas of the dormitory.

4.4. Use or possession of knives with blades which exceed 6 inches. **Exceptions:**

4.4.1. Government-issued survival knives and equipment required to be stowed with mobility gear may be secured in the resident's locker.

4.4.2. Decorative swords or other nonfunctional weapons manufactured solely for the purpose of decorative display may, with the concurrence of the member's first sergeant or squadron commander, be tastefully displayed in the member's quarters.

4.5. Guests under the age of 18 are not allowed, unless the guest is a military member or accompanied by a parent or legal guardian. Exceptions must be granted specifically in writing by his/her squadron commander/first sergeant.

4.6. Pets are prohibited. However, a fish aquarium of 20-gallon capacity or less, is permitted for the sole purpose of keeping fish. Poisonous/dangerous fish are prohibited.

4.7. Fire extinguishers, fire detection and alarm equipment will not be tampered with, obscured or used, except for the intended purpose.

4.8. No incense, candles, or open-flame items will be burned.

4.9. No storing of automotive or mechanical parts.

4.10. Bicycles will not be stored in the dormitory.

4.11. Motorcycles or any other type of motor-driven vehicle will not be parked in picnic shelters, grass areas, walking surfaces, or under stairwells.

5. Emergency Procedures:

5.1. If any emergency condition occurs involving the facility during nonduty hours, dormitory occupants will immediately notify the CE Work Control Desk, Ext 3940. The work order number received from CE will be provided to the dormitory manager.

5.2. All other emergencies should be reported to the Security Police Law Enforcement Desk, Ext 3976.

5.3. During fire alarm conditions (actual or drill), all dormitory residents will evacuate the dormitory area to a safe distance as directed by the Fire Department, Security Police, or other authority. Evacuation distance will normally be not less than 100 feet from the dormitory. Residents will not return to the dormitory until the "all clear" is given. In case of a fire, evacuate the building, notify the Fire Department, ext 117, and advise Fire Department personnel of the nature and location of the fire. Small fires will be fought with available fire extinguishers.

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